

# Admissions Policy

Claremont Primary and Nursery School



<b>Approved by:</b>	Full Governing Body	<b>Date:</b> 17 <sup>th</sup> February 2025
<b>Last reviewed on:</b>	8 <sup>th</sup> May 2026	
<b>Next review due by:</b>	7 <sup>th</sup> May 2027	

This policy was adopted and approved by the Governing body of Claremont Primary & Nursery School on: **17<sup>th</sup> February 2025**. The responsibility of this policy lies with the Governing Body of Claremont Primary. The policy will be reviewed annually.

**Signed Headteacher:**

**Signed Chair of Governors:**

## Reception to Year 6

Claremont Primary and Nursery School is a City of Nottingham Local Authority maintained school. Admissions to school are organised and managed by the Nottingham City Schools Admission Team.

Please visit <http://www.nottinghamcity.gov.uk/schooladmissions> to apply for a place at Claremont Primary and Nursery School or to obtain further information relating to:

- First admission to Infant, Primary or Junior school
- Transfer to secondary school in Year 7
- In-year school places
- Starting school for the first time
- School Admissions Appeals

## Nursery admissions policy and procedures

All Nursery aged children are eligible for 15 hours free Nursery provision. Some may become eligible for 30 hours, provided you as parents fulfil certain criteria as listed below:

- Your child is aged 3 or 4
- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

Parents can find out more and register for 30 hours provision at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

We can cater for up to 39 children subject to staffing changes in Nursery and children attend every day. Children can be admitted to nursery on the day of their third birthday if places are available.

Under current legislation **all** children of Nursery age are entitled to 15 hours funded provision each week.

At Claremont Primary the 15 hours funded provision can be taken over 5 morning sessions (9:00-12:00) or 5 afternoon sessions (12:30-3:30) dependent upon availability.

In the event that there are more applicants than places, the Governing Body will put the applications into rank order according to the agreed over-subscription criteria to determine the admissions of children into the Nursery.

There is a nominal fee for the supervised lunch period to cover staffing costs.

## Applications for Nursery

Admission to the Nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

## Allocation of Places

We look at the waiting list termly and will allocate places.

## Oversubscription

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

1. "Looked after" children (as defined in the Education Act 2002 – Admissions)
2. N2 children eligible for 30 hours funding (as set out above)
3. N1 children eligible for 30 hours funding (as set out above)
4. N2 children who live in the catchment area of this school

5. N1 children who live in the catchment area of this school
6. Children who live outside the catchment area of the requested school

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy.

## **Attendance at the Nursery Class**

### **Nursery Visit**

Parents/guardians are required to bring their child for a visit to the nursery before the start date. This visit will allow the child to meet the staff and become familiar with their new environment.

### **Staggered Admissions**

New children will be admitted on a staggered basis. Not all children will start on the same day, and a small number will begin each session.

### **Attendance Requirements**

Nursery places are limited, so regular attendance is essential. A poor attendance record without a valid reason may lead to the withdrawal of the child's place. Any attendance below 90% will result in a formal meeting with parents/guardians. If attendance does not improve, the place may be withdrawn.

### **Collection and Drop-off**

Children must be brought and collected by a responsible adult aged 16 or over.

### **Lunch Provision**

Full-time children or those with a part-time morning place are required to either bring a packed lunch or purchase a school meal at a cost of **£2.45 per day** (subject to change). If your child remains on the school site during lunchtime, there is a charge of **£4.00** for 30 minutes of lunch time supervision (from September 2026).

### **Identification Requirements**

A form of ID showing the child's date of birth is required at the point of admission.

### **Admission Process**

Children may be admitted into the Nursery from the age of three and will be offered either a morning place or a full-time place. Parents/guardians should first register their interest with the school office. After registration, an admission form will be provided, and the child will be placed on the waiting list.

### **Notification of Start Date**

Parents/guardians will receive a letter during the term before their child is due to start. This letter will inform them of the child's start date and invite them to a parent meeting. The meeting provides an opportunity to meet the staff, learn more about the nursery, and share relevant information about the child.

### **Staggered Start for New Children**

In the first week, there will be a staggered start, with the time spent at the nursery gradually increasing, beginning with just one hour on the first day.